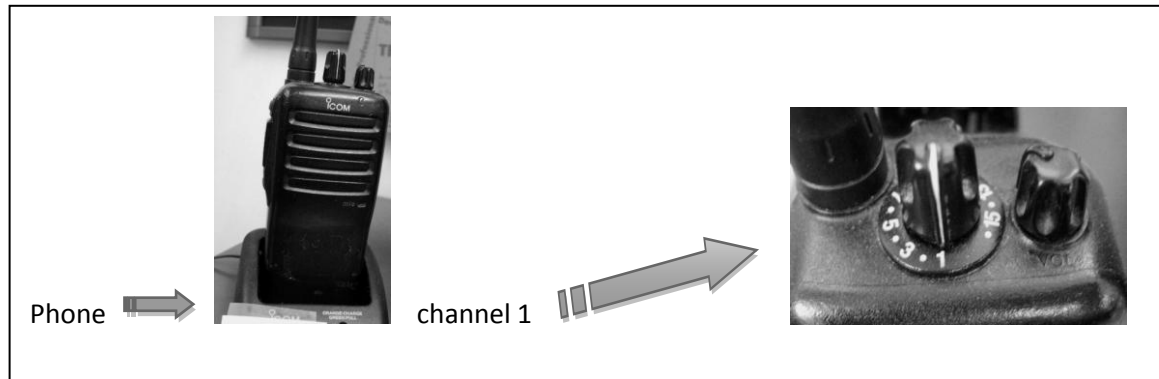


Emergency Procedures

Radio Phone

You will hear an announcement of an emergency OR you will hear three tones (beeps) in sequence, then the emergency announcement.

- Follow the instructions in the **RED SAFETY** notebook according to the type of emergency procedure.
- After the building has been secured, use the radio phone to contact security and let them know the building has been cleared or secured, according to the type of emergency.
- Use radio phone on cabinet located to the right of the water cooler:



- Before using the phone:
 - ** If you hear security or someone else speaking on the phone, wait until they are finished before pushing the button to make a call.
- To do a radio call, push the large button on the left of the radio phone to speak with security.



- According to the type of emergency, say “Building 28 CLEAR”, or “Building 28 Secured”.
- Release the button after speaking.

***** LOCK DOWN PROCEDURES ON NEXT PAGE**

Lock down / Evacuation

- Call Kim Cordova, x5172 to have main entrance doors locked down
 - *If Kim is not there (no answer), CALL SECURITY to lock down the doors.*
- Remove radio phone from charger
 - Push large button on left side of phone to speak to security.
 - Use our office phone or your personal cell phone if office phone is not working, to speak Kim or security.
 - Number to dial: (253) 617-8159

Procedure for notifying SAFETY OFFICERS in our building:

- Building 28 1st floor Notifies second floor –Contact: Jeannie Ernst
 - *If no one answers, contact third floor – Contact: Bill Ballard x6015*
- Second floor notifies third floor.

Follow lock down / evacuation procedures –

- Get **RED NOTEBOOK ON SAME DESK AS SAFETY RADIO PHONE**
 - Follow instructions in notebook for security procedures:
 - Put on **ORANGE SAFETY VEST (located on Judy's chair)**
 - Notify staff and students that everyone must clear the building

For building evacuation (FIRE, ETC)

- After clearing the building of staff and students
 - Put “CLEAR” signs on front doors
- Get FIRST AID kit
- Proceed to soccer field with students, staff, & first aid kit
- Roll Call of names (Staff/students) if possible
- Using RADIO PHONE, notify security all staff/students in building 28 are in soccer field

For lock down:

- Take staff to a safe room for our area away from windows
 - Have staff/students get down on floor
 - DO NOT MOVE. Shooters are looking for a moving target
 - Remain QUIET ... do not talk. Shooters are listening for voices
 - IF students / staff can get to their cars and leave SAFELY, allow them to do so. Inform them to get away from the college and notify family they are safe.
 - If in building and officers arrive, DO NOT confront officers, DO NOT look at officers. NO SUDDEN MOVEMENTS. Follow instructions.
- Further instructions coming